



## Time & Attendance Job Aid

### TA372 Approving Time and Absences

#### Approving Time and Absences Overview

To approve time and absences in Cardinal, the following conditions must be met:

- The approver must be a Commonwealth employee
- The approver must have access to Cardinal as a core user
- The Cardinal user must be the Cardinal position direct report (Reports To) supervisor of the employee or have appropriate delegation meaning that the approver is a proxy for the Reports To Supervisor
- The approver must be assigned the security roles that allow for time and absence approval: Time & Labor Supervisor and Absence Supervisor

All approvals, time and absences, follow the same steps and are done using the **Approvals** tile in Cardinal HCM. There are two categories of time:

- **Reported Time** – Time entered on the **Timesheet** or interfaced to Cardinal through the Time Entry Upload (e.g., regular, overtime, comp time earned, comp time taken)
- **Payable Time** – The result of Time Administration process and execution of Time and Labor Rules against Reported Time

**Note:** Some time is set up for approval at the Reported Time level and requires approval before it is processed. Some time is set up for approval at the Payable Time level and requires approval after it is processed.

The table below shows the type of time that needs approval based on agency configuration.

Agency Configuration	Categories of Time that Require Approval
Online using Cardinal AM	Reported Time approval for absences Payable time approval for the time
Online using external leave	Payable Time approval only
Interfacing time using Cardinal AM	Reported Time only if they enter/update online (both time and absences)
Interfacing using external leave system	Reported Time only if they enter/update online (time only)

#### Negative Hours (Offset)

There may be times you see negative hours on your approval list. These hours are offsets, which occur when a change is made to time that was previously approved. Once time has been approved, that time is written permanently to payable time. Therefore, when a change is made to the previously approved time, a negative offset is created to reverse the original entry. If this negative offset is not approved, the hours for the employee will be incorrect.

**Note:** Always approve the offset to reverse the original entry.



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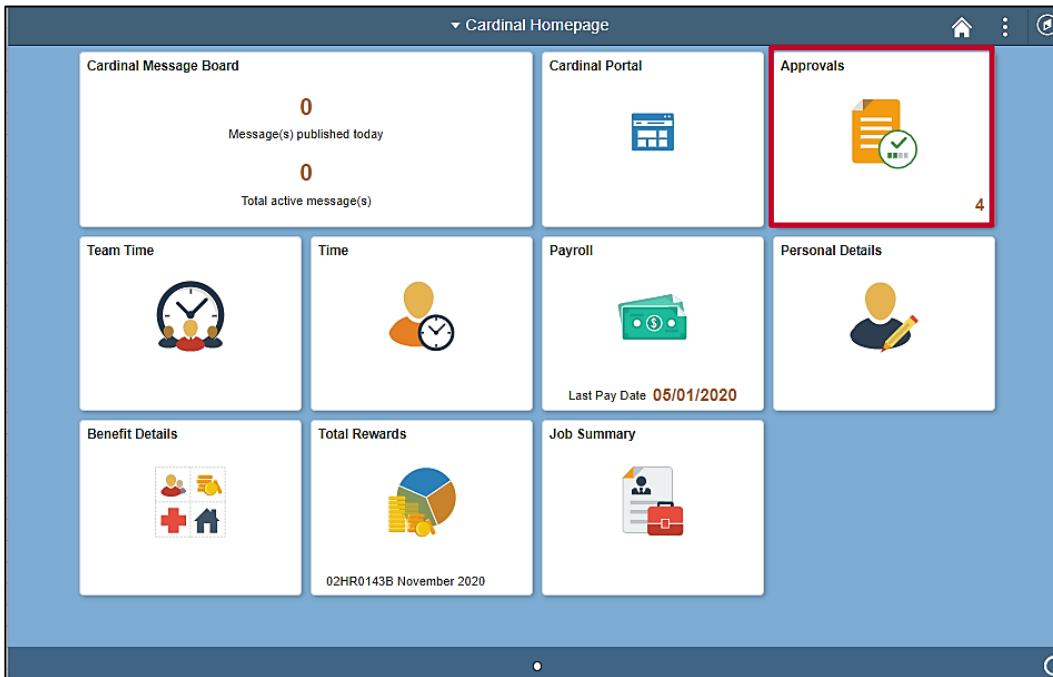
## TA372 Approving Time and Absences

### Approving Time and Absences

Approvals in Cardinal for Reported or Payable time are done using the **Approvals** tile.

1. Log into Cardinal HCM.

The **Cardinal Homepage** displays.



2. Click the **Approvals** tile. The **Approvals** tile is on the **Cardinal Homepage** and indicates the number of items awaiting approval (both time and absences).

The **Approvals** page displays.

View By	Type			
All	4	All		4 rows
Payable Time	3	Payable Time	Quantity for Approval -8 Hours 11/11/2019 - 11/11/2019	Routed 08/10/2020 >
Reported Time	1	Payable Time	Quantity for Approval 92 Hours 11/21/2019 - 12/20/2019	Routed 08/28/2020 >
		Payable Time	Quantity for Approval 83 Hours 11/11/2019 - 12/06/2019	Routed 08/28/2020 >
		Reported Time	Quantity for Approval 16.00 Hours 12/09/2019 - 12/10/2019	Routed 08/31/2020 >

The left navigation menu displays the following:

- **All** – The total of all items (both reported and payable) that require approval
- **Payable Time** – The total number of payable time items that require approval
- **Reported Time** – The total number of reported time items that require approval



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3. Click the applicable line item to review the pending approval.

The **Payable Time** or **Reported Time** page displays for the applicable item.

Police Sergeant

Approve

11 line(s) are pending your approval

Summary

Quantity for Approval 83 Hours  
Time Period 11/11/2019 - 12/06/2019

Payable Time Details

Pending

All

11 rows

Select	Report Date	Time Reporting Code	Quantity	
<input type="checkbox"/>	11/11/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input type="checkbox"/>	11/12/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input type="checkbox"/>	11/13/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input type="checkbox"/>	11/14/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input type="checkbox"/>	11/15/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input type="checkbox"/>	12/02/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input type="checkbox"/>	12/03/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input type="checkbox"/>	12/04/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input type="checkbox"/>	12/05/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input type="checkbox"/>	12/05/19	OTSA - OT @Time 1/2 - Sal	3 Hours	>
<input type="checkbox"/>	12/06/19	RGSA - Regular Earnings - Salaried	8 Hours	>

Approver Comments

Approval Chain

The **Summary** section at the top of the page includes:

- **Quantity for Approval** – Total hours for approval
- **Time Period** – The pay period of the time that requires approval

The **Payable Time Details** section includes two tabs:

- **Pending** – Displays all time pending approval
- **All** – Displays all time (both pending and time that has been approved for the applicable pay period)

**Note:** This section defaults with the **Pending** tab displayed.

Within the **Payable Time Details** section, the displayed time is broken out into lines that correspond with the lines on the **Timesheet** page (day and type). The overview information provided for review is:

- **Report Date** – Date the time entered
- **Time Reporting Code** – The TRC associated to the date and hours in the row
- **Quantity** – Number of hours



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While this section displays the key information needed to review and approve time, you can access additional details information and the employee's Timesheet as needed by completing the following steps.

4. Click the applicable line item.

The **Approval Line Detail** page displays for the applicable line item.

< Back to Header		Approval Line Detail	
<b>Payable Time Line Details</b>			
Report Date	11/11/19		
Time Reporting Code	RGSA - Regular Earnings - Salaried		
Quantity	8 Hours		
Estimated Gross	153.846152	USD	
Offset	No		
<a href="#">Adjust Reported Time</a>			

The **Approval Line Detail** page displays the **Report Date**, **Time Reporting Code**, and **Quantity** from the previous page as well as the following additional fields:

- **Estimated Gross:** The estimated gross pay associated with the number of hours and TRC
- **Offset:** This field indicates if the time is an offset. A negative number of hours for **Quantity** indicates that there is an offset, meaning there was a change made to time previously approved
  - **No:** No offset
  - **Yes:** Offset and the **Quantity** number will be negative

Offset example:

<b>Payable Time Line Details</b>	
Report Date	11/15/19
Time Reporting Code	RGSA - Regular Earnings - Salaried
Quantity	-8 Hours
Estimated Gross	-153.846152 USD
Offset	Yes
<a href="#">Adjust Reported Time</a>	

**Note:** All Offsets (negative hours) should be approved so that the employee's hours are accurate.

The **Adjust Reported Time** link can be used to access the corresponding **Timesheet** if you need to:

- Make any adjustments to the employee's time
- View additional time details such as the ChartField distribution

5. Click the **Adjust Reported Time** link.



## Time & Attendance Job Aid

### TA372 Approving Time and Absences

The **Timesheet** page displays.

Back to Header Timesheet

Select Another Timesheet

\*View By Week Previous Week Next Week

\*Date 12/16/2019

Scheduled Hours 40.00 Reported Hours 40.00

From Monday 12/16/2019 to Sunday 12/22/2019

Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Total
8.00	8.00	8.00	8.00				32.00
				8.00			8.00

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Commer
------	-----------------	-------	-----	-------------	-----------	------------

**Note:** The Timesheet defaults to the current week and not necessarily the week with the time pending approval. You may need to change the **View By** selections and refresh as needed.

- Review any specific data you need to see on the **Timesheet** or make any necessary adjustments.

**Note:** If you make an adjustment on the **Timesheet** grid, be sure to click the **Submit** button. Changes to time will not be available immediately for approval. The changes must be processed by Time Administration to route for approval. Check periodically to approve any changes made. Absences are available for immediate approval once they have been submitted.

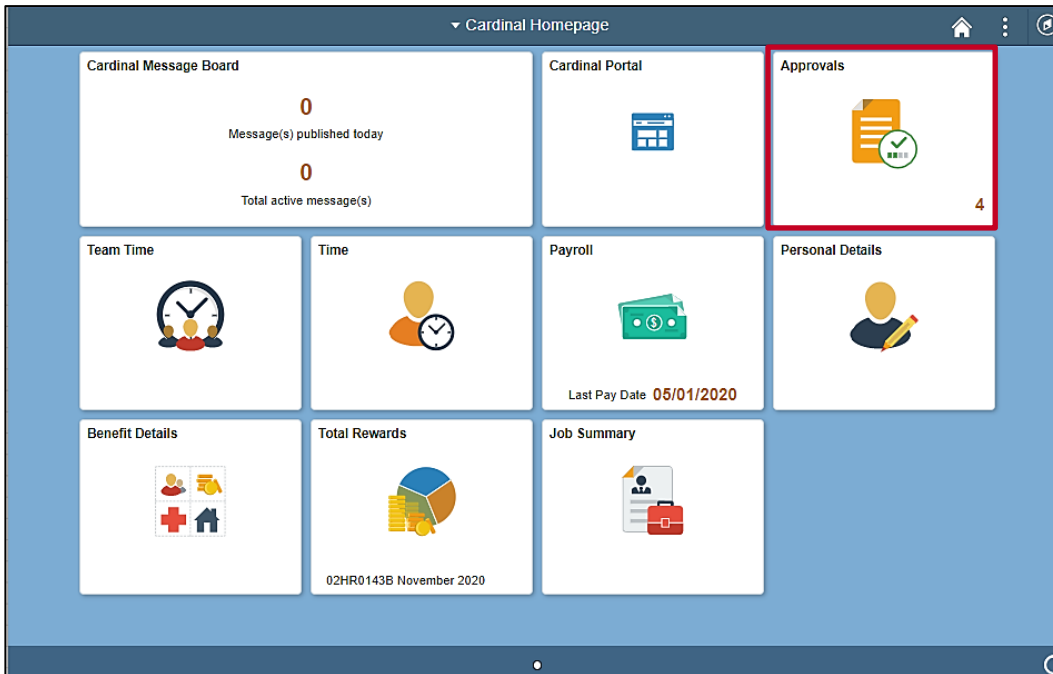
- Click the **Home** icon to return to the **Cardinal Homepage**, after reviewing information or making adjustments.



# Time & Attendance Job Aid

## TA372 Approving Time and Absences

The **Cardinal Homepage** displays.



8. Click the **Approvals** Tile.

The **Approvals** page displays.

View By	Type			
All	4			
Payable Time	3			
Reported Time	1			
All				
Payable Time		Quantity for Approval -8 Hours	Routed	4 rows
		11/11/2019 - 11/11/2019	08/10/2020	>
Payable Time		Quantity for Approval 92 Hours	Routed	>
		11/21/2019 - 12/20/2019	08/28/2020	>
Payable Time		Quantity for Approval 83 Hours	Routed	>
		11/11/2019 - 12/06/2019	08/28/2020	>
Reported Time		Quantity for Approval 16.00 Hours	Routed	>
		12/09/2019 - 12/10/2019	08/31/2020	>

9. Click the applicable line item to approve.



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The **Payable Time** or **Reported Time** page displays for the applicable item.

	Date	Description	Duration
<input checked="" type="checkbox"/>	11/12/19	RGSA - Regular Earnings - Salaried	8 Hours
<input checked="" type="checkbox"/>	11/13/19	RGSA - Regular Earnings - Salaried	8 Hours
<input checked="" type="checkbox"/>	11/14/19	RGSA - Regular Earnings - Salaried	8 Hours
<input checked="" type="checkbox"/>	11/15/19	RGSA - Regular Earnings - Salaried	8 Hours
<input checked="" type="checkbox"/>	12/02/19	RGSA - Regular Earnings - Salaried	8 Hours
<input checked="" type="checkbox"/>	12/03/19	RGSA - Regular Earnings - Salaried	8 Hours
<input checked="" type="checkbox"/>	12/04/19	RGSA - Regular Earnings - Salaried	8 Hours
<input checked="" type="checkbox"/>	12/05/19	RGSA - Regular Earnings - Salaried	8 Hours
<input checked="" type="checkbox"/>	12/05/19	OTSA - OT @Time 1/2 - Sal	3 Hours
<input checked="" type="checkbox"/>	12/06/19	RGSA - Regular Earnings - Salaried	8 Hours

10. Select lines that are ready to be approved.

The bottom of the page contains the following fields:

- The **Approver Comments** field allows you to enter comments, if applicable, regarding your approval  
**Note:** These comments will not be available on any reports.
- The **Approval Chain** link will open a pop-up window that displays with the approver's name for each line on the page

11. Click the **Approve** button.

The **Approve** page displays in a pop-up window.

S - Salaried

Cancel Approve Submit

You are about to approve this request.

Approver Comments

12. Enter comments as needed in the **Approver Comments** field.

**Note:** These comments are not visible on any reports.

13. Click the **Submit** button.





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- If all hours were selected for approval, the **Approvals** page displays.
- If all hours were not selected for approval, the **Payable Time** or **Reported Time** page displays with any lines that were not selected.



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#### Reported Time Example – Vacation

This is an example of how the **Reported Time** page and the **Reported Time Line Details** page display when you are reviewing and approving absences.

**Reported Time** page:

Police Sergeant

Approve

1 line(s) are pending your approval

Summary

Time Period 12/09/2019 - 12/10/2019  
Quantity for Approval 16.00 Hours  
Quantity Scheduled 16.00 Hours

View Legend

Reported Time Details

Pending All

1 row

Select	From Date	To Date	Time Reporting Code	Quantity for Approval
<input type="checkbox"/>	12/09/2019	12/10/2019	VAC - Vacation	16.00 Hours

Approver Comments

Approval Chain

**Reported Time Line Details** page:

Reported Time Line Details

From Date 12/09/2019  
To Date 12/10/2019  
Scheduled for date 8.00 Hours  
Time Reporting code VAC - Vacation  
Quantity 16.00 Hours

**Note:** The following differences display on the **Reported Time Line Details** page for absences:

- The **Offset** field does not display; absences do not create offsets that require approval
- There is no **Adjust Reported Time** link to access the **Timesheet** page. If you need to make an adjustment to an absence, navigate to the employee's **Timesheet**, make the adjustment, and then return to the **Approvals** tile to approve



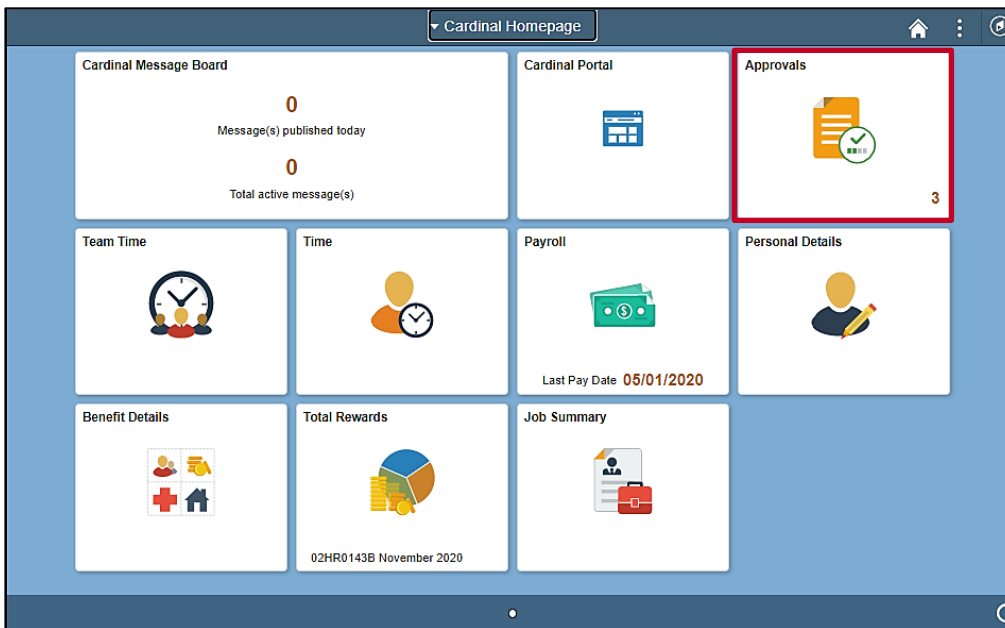
# Time & Attendance Job Aid

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### Interfacing Agency Approvals in Cardinal

When an interfacing agency enters time on the Timesheet for an employee set up for interfacing time (vs. through the upload) the time is set up to be approved as Reported Time and will route immediately for approval. The employee Reports To supervisor will need to review and approve the time in Cardinal.

1. Log into Cardinal HCM.






2. Click the **Approvals** Tile.

**Note:** The number that displays on the Tile is the number of items that require approval.


The **Pending Approvals** page displays.

Pending Approvals




View By


Type

 All


3

 Payable Time

1

 Reported Time

2



All

3 rows

Reported Time

Quantity for Approval 8.00 Hours

12/20/2019 - 12/20/2019

Routed

>

Reported Time

Quantity for Approval 12.00 Hours

01/30/2020 - 01/31/2020

Routed

>

Payable Time

Quantity for Approval -8 Hours

12/05/2019 - 12/05/2019

Routed

>

3. Click the line(s) that require approval.



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The **Reported Time Details** display.

Reported Time

Gen Admin Manager I

1 line(s) are pending your approval

**Approve** Deny

**Summary**

Time Period 12/20/2019 - 12/20/2019

Quantity for Approval 8.00 Hours

Quantity Scheduled 8.00 Hours

[View Legend](#)

**Reported Time Details**

Pending All

1 row

Select	From Date	To Date	Time Reporting Code	Quantity for Approval
<input type="checkbox"/>	12/20/2019	12/20/2019	VAC - Vacation	8.00 Hours

Approver Comments

Approval Chain

- Click the **Select** checkbox to select time for approval. If there are multiple lines pending for approval there will also be a **Select All** checkbox.
- Click the **Approve** button.

The **Approve** pop-up window displays.

Cancel Approve Submit

You are about to approve this request.

Approver Comments

- Click the **Submit** button.

The time is approved.



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## TA372 Approving Time and Absences

### Interfacing Agency - Viewing More Details about Reported Time

Reported Time

Retail Manager II

4 line(s) are pending your approval

**Summary**

Time Period 11/12/2019 - 11/15/2019

Quantity for Approval 32.00 Hours

Quantity Submitted/ Approved 0.00 Hours

Quantity Denied 0.00 Hours

Quantity Scheduled 32.00 Hours

Quantity Reported 32.00 Hours

[View Legend](#)

**Reported Time Details**

Pending All

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date	
<input type="checkbox"/>	11/12/2019	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours	>
<input type="checkbox"/>	11/13/2019	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours	>
<input type="checkbox"/>	11/14/2019	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours	>
<input type="checkbox"/>	11/15/2019	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours	>

4 rows

Approver Comments

1. Click the arrow on a specific line to view more details.

The **Reported Time Line Details** page displays.

Approval Line Detail

**Reported Time Line Details**

Report Date 11/13/2019

Reported for date 8.00 Hours

Scheduled for date 8.00 Hours

Time Reporting code REG - Regular Hours

Quantity 8.00 Hours

[Adjust Reported Time](#)

[View Exception](#)

**Time details**

Quantity	Taskgroup	Billable Indicator	Time Zone	Business Unit
8 Hours	99900ICCO - ABC Intfc CC Opt	No	EST	99900 - Alcoholic Beverage Control

2. Click the **Adjust Reported Time** link, to make adjustments.



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The employee's **Timesheet** displays.

The screenshot shows the 'Timesheet' interface for an employee. At the top, it displays 'Employee ID' and 'Empl Record'. Below this, it shows 'Time Reporting Type' as 'Positive' and 'Earliest Change Date' as '12/10/2019'. A section titled 'Select Another Timesheet' includes a dropdown menu for 'View By' (set to 'Week') and a date picker for 'Date' (set to '11/11/2019'). It also shows 'Scheduled Hours' as 40.00 and 'Reported Hours' as 32.00. A table below shows the weekly breakdown of hours from Monday 11/11/2019 to Sunday 11/17/2019. The table has columns for each day of the week, a 'Total' column, and columns for 'Time Reporting Code', 'Taskgroup', 'Source', and 'Bu'. The 'Total' column shows 32.00. The 'Time Reporting Code' is 'REG - Regular Hours'. The 'Taskgroup' is '99900ICCO'. The 'Source' is 'Online' and the 'Bu' is '99'. A red box highlights the 'Submit' button. Below the table, there are tabs for 'Reported Time Status', 'Summary', 'Exceptions', and 'Payable Time'. The 'Reported Time Status' tab is selected, showing a search bar and a page indicator '1-4 of 4'.

Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15	Sat 11/16	Sun 11/17	Total	Time Reporting Code	*Taskgroup	Source	Bu
	8.00	8.00	8.00	8.00			32.00	REG - Regular Hours	99900ICCO	Online	99

3. Make any necessary changes.

**Note:** If you are not an agency TL Administrator, you cannot enter/edit the time for an interface employee.

4. Click the **Submit** button.

**Note:** The time will route immediately for approval.

5. Repeat steps 4-6 in the **Interfacing Agency Approvals in Cardinal** section of this Job Aid to approve the selected time.



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### TA372 Approving Time and Absences

#### Reported Time and Payable Time Statuses:

Reported Time Statuses		
Status	Code	Description
<b>*Saved</b>	<b>SV</b>	Time that has been entered, but not submitted for processing
<b>*Submitted</b>	<b>SB</b>	Time that has been reported and submitted for processing
<b>**Needs Approval</b>	<b>NA</b>	Time that has been processed by Time Administration and sent to the designated Reports To for review and approval
<b>**Approved</b>	<b>AP</b>	Time that has been reviewed and approved by the Reports To and ready to be picked up by the Time and Labor load process for payroll processing

*\*Online agencies will only see **Saved** or **Submitted** for time entered on the Timesheet grid.*

*\*Agencies using Absence Management will see **Needs Approval** or **Approved** for absences.*

**Note:** Interface agencies will generally only see **Approved** when time is interfaced.

Payable Time Statuses		
Status	Code	Description
<b>Needs Approval</b>	<b>NA</b>	Waiting for approver to approve
<b>Approved</b>	<b>AP</b>	Approved by approver
<b>Estimated</b>	<b>ES</b>	Does require payable time approval per workgroup or TRC. Interfacing Workgroups (All data), Partial Approval Workgroups (SCHX, UOSX) or Cardinal Leave generated holiday for all workgroups (HOL)
<b>Overtime Hold</b>	<b>VH</b>	Salaried Overtime to be sent to Payroll will be held until the FLSA Period End Date is more than 14 days in the past
<b>Salary Hold</b>	<b>VS</b>	Salary Base Pay detail will be processed during GL Distribution process
<b>No Pay</b>	<b>NP</b>	Detail does not need to be sent to Payroll for processing
<b>Rejected by Payroll</b>	<b>RP</b>	Not processed by Payroll. Reasons are: <ul style="list-style-type: none"> <li>• <b>VRP</b>-VDOT Salary Prior to Cardinal Payroll; Manual GL Adjustment required and Close via Adjust Paid Time</li> <li>• <b>NSP</b>-Not sent to Payroll; Rejected by Load Time and Labor process</li> <li>• <b>CAN</b>- Cancelled; Payroll has run the Pay Unsheet process</li> </ul>
<b>Reversed Check</b>	<b>RV</b>	Generated due to Payroll Reverse Check Process
<b>Sent to Payroll</b>	<b>SP</b>	Load Time and Labor to Payroll is currently processing and loading data to Payroll
<b>Taken by Payroll</b>	<b>TP</b>	Detail is in Payroll for Processing



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<b>Ignore</b>	<b>IG</b>	Ignored by Payroll when Payroll disables the OK to Pay and is processed by GL Distribution
<b>Distributed</b>	<b>PD</b>	Paid and Allocated to General Ledger
<b>Closed</b>	<b>CL</b>	Closed; Reasons are: <ul style="list-style-type: none"><li>• <b>VNP</b> – Pay Docking not sent to the GL</li><li>• <b>VRP, VNA, VAP</b> – VDOT Data not sent to GL Prior to Cardinal Payroll</li><li>• <b>MRJ</b> – Manual Reject; Rejected by Payroll and closed via the Adjust Paid Time page</li><li>• <b>RAJ</b> – Changed via Adjust Paid Time page</li><li>• <b>NSP</b> – Not sent to Payroll; Send to Payroll disabled on Maintain Time Reporter Data</li></ul>
<b>Denied</b>	<b>DN</b>	Denied by the approver; old VDOT status not relevant for Cardinal Payroll data